

Minutes of the Finance Committee

Wednesday, December 11, 2002

Chair Haukohl called the meeting to order at 8:46 a.m.

Present: Supervisors Pat Haukohl (Chair), Jim Behrend, Mike Sonnentag, Don Broesch, Joe Griffin, and Joe Marchese. Sonnentag left the meeting at 10:50 a.m. and Behrend left the meeting at 12:31 p.m.

Absent: Genia Bruce.

Also Present : Legislative Policy Advisor Mark Mader, Purchasing Manager Susan Connelly, Senior Services Director Cathy Bellovary, Senior Financial Analyst Clara Daniels, Business Manager Betsy Crosswaite, Budget Specialist Linda Witkowski, Community Development Coordinator Glen Lewinski, Community Development Program Assistant Donna Walbert, County Board Supervisor Rodell Singert, Administration Director Norm Cummins, Senior Financial Analyst Andy Thelke, Clerk of Circuit Courts Carolyn Evenson, Senior Financial Analyst Mike Baniel, Business Manager Bob Snow, Employment Services Manager Sue Zastrow, Health & Human Services Deputy Director Ernie Messinger, Intake & Support Services Manager Don Maurer, Administrative Services Manager Russ Kutz, County Board Supervisor Hank Carlson, Corporation Counsel Tom Farley, Principal Assistant Corporation Counsel Debbie Price, Financial Analyst Amy Sawyer, Victim/Witness Coordinator Jen Miller, Information Systems Manager Mike Biagioli, Collections & Business Services Manager Sean Sander, and Senior Financial Analyst Linda Hein.

Approve Minutes of November 20, 2002

MOTION: Sonnentag moved, second by Broesch to approve the minutes of November 20. Motion carried 6 -0.

Executive Committee Report

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Approved the Community Development Block Grant (CDBG) ordinances, also on today's agenda.
- Heard a report by UW -Extension on the Leap Program, funded with a three -year 20th Century Grant which was previously approved by the County Board. This is being administered in partnership with the schools and is part of the Neighborhood Revitalization Program.
- Reviewed the draft County Board standing committee calendars for 2003.

Schedule Next Meeting Dates

January 8, 2003.

Announcements

Marchese spoke of two constituents who own a restaurant in Sussex. They are offering complete meals to senior citizens for \$4.95. They wondered why County vouchers couldn't be given to seniors so they can take advantage of the meals. Haukohl said this issue had been discussed in the past and it just isn't feasible primarily due to regulations. Marchese felt things have to change due to the cost of the County's nutrition programs. Haukohl asked Marchese to bring this issue to the Health & Human Services Committee.

Marchese also felt the recognition of Les Paul by the museum was unwarranted.

Read Correspondence

Haukohl said the committee received information from Business Manager Betsy Crosswaite on mass transit statistics. Haukohl advised of a County Executive press release stating that Waukesha County has been awarded the Certificate of Achievement for Financial Reporting from the Government Finance

Officers Association of the U.S. and Canada for the 16th consecutive year. This award is for the County's Comprehensive Annual Financial Report. Haukoht distributed copies of the most recent Executive Committee correspondence list.

Meeting Approvals

MOTION: Sonnentag moved, second by Behrend to approve mileage for Marchese to attend a Health & Human Services Committee meeting to discuss senior citizen meal vouchers. Motion carried 6 -0.

Annual Report on Disposal of Fixed Assets

Connelly discussed her report as outlined for November 2001 to November 2002. The report listed the method of disposal. These fixed assets include old office equipment and furniture, radios, phones, etc. Sometimes items are transferred from one department to another and sometimes they are sold to outside entities. Total revenues received during this time period was \$21,259.50 and included \$979 for radios from the Highway Shop, \$200 for uninterrupted power supply from Radio Service, \$80.50 for old aerobic steps from the Employee Wellness Program, and \$20,000 for radios from the Sheriff's Department. The cost avoidance figure was \$2,794.75. Connelly said cost avoidance is when they can get someone to take/buy it so they don't have to pay disposal costs.

Contract Procurement Process for Adult Day Center Services

Bellovary indicated the contract was awarded to six vendors: Oconomowoc Memorial Hospital, Curative Care Network, The Caring Place, Catholic Charities, Lutheran Social Services - Menomonee Falls, and Lutheran Social Services - Waukesha, the highest rated proposers. The total contract amount shall not exceed \$53,648 - the budgeted amount for these services. The contract will be utilized on an "as needed" basis. A total of 14 RFP's were sent to potential vendors and 7 were returned for consideration.

MOTION: Behrend moved, second by Broesch to approve the contract procurement process for Adult Day Center Services. Motion carried 6 -0.

Ordinance 1570- 093: Appropriate Revenues and Expenditures to the Highway Fund 2002 Budget

Crosswaites said this ordinance appropriates a total of \$485,000 in state revenues: \$290,000 for materials, the majority of which was used to resurface five state bridges and a portion of I-94 with anti-skid materials; and \$195,000 to reimburse the County for equipment usage and equipment storage. Haukoht referred to the fiscal note regarding the reimbursement revenue of \$170,000 being based on a composite rate rather than an individual user rate for equipment. Would the county receive more if charges based on individual rates? Crosswaites stated that the department is studying this issue for next year based on the results of an internal audit.

MOTION: Marchese moved, second by Griffinto approve ordinance 1570-O-093. Motion carried 6 -0.

Ordinance 1570- 100: Appropriate Additional U.S. Department of Housing and Urban Development Home Investment Partnership (HOME) Funds

Daniels distributed copies of "CDBG Modified Budget - Reported by BAS as of 11/19/02." Lewinski said this, as well as the next two ordinances, are more of an accounting change than anything. When the budget was put together staff could only estimate how much funding the County would receive. This ordinance allows an increase of appropriation authority of the HOME program by a total of \$330,756 to more closely match the actual federal grant awards for projects previously approved.

MOTION: Behrend moved, second by Broesch to approve ordinance 1570-O-100. Motion carried 6 -0.

Ordinance 1570- 101: Approve Appropriation of Community Development Revolving Loan Prior Year Program Income

MOTION: Broesch moved, second by Behrend to approve ordinance 1570-O-101. Motion carried 6 -0.

Ordinance 1570- 102: Appropriate Additional U.S. Dept. of Housing and Urban Development Community Development Block Grant (CDBG) Funds

MOTION: Behrend moved, second by Sonnentag to approve ordinance 157 -O-102. Motion carried 6 -0.

3rd Quarter Status Report on Special Revenue Funds

Cummings and Thekewere present to discuss their report as outlined. For nine months of 2002, actual operating expenditures were at \$58 million or 63.5% of the total modified expenditure budget. Expenditures for the same period in 2001 were at \$54.1 million or 64.2% of total 2001 expenditures. Operating revenues received through nine months in 2002 were \$48.7 million or 70.7% of the modified revenue budget. This is compared to the first nine months of 2001 when revenues of \$44.8 million were 66.1% of the total revenues earned for 2001. Through nine months of 2002, union employee's actual wages and related benefits were based on the 2001 union contract rates since all union contracts remain unsettled. However, the year-end estimate to include the accrual that will be made (if contracts are still unsettled) are based on the estimated full cost of union employee wages and benefits. Then nine-month totals for 2002 were approximately \$275,000 or 0.5% less than what would otherwise be reflected.

Sonnentag left the meeting at 10:50 a.m.

Ordinance 1570- 094: Appropriate Additional Charges for Service Revenue and Increase Expenditure Appropriations in the 2002 Waukesha County Circuit Court Services Department Budget

Evenson and Snow were present to discuss this issue as outlined which increases the 2002 Circuit Court Services charges for services revenue budget by \$35,000 and appropriates additional Interdepartmental Charge expenditure authority by the same amount. Staff estimate that collection recoveries from court ordered bail forfeitures and Guardian ad Litem fee recoveries will exceed the 2003 budget by about \$115,000. The increased revenues of \$35,000 from these revenue sources will mainly offset projected revenue shortfalls from lower investment income, criminal court, and other court fees. The greater the amount of revenues recovered, the higher the collections cost which is charged back as interdepartmental charges. This was not anticipated in the 2002 Circuit Court Services budget.

MOTION: Broesch moved, second by Griffinto approve ordinance 157 -O-094. Motion carried 5 -0.

Fund Transfer 2002 -153-01: Circuit Court Services -Transfer Funds from Contingency Fund, Personnel Expenses, and Fixed Assets to Operating Expenses and Inter departmental Charges

Snow discussed the fund transfer as outlined which involves transferring a total of \$115,700 with \$95,000 of that coming from the contingency fund. The funds will provide additional expenditure authority for court ordered expenditures for court appointed Guardian ad Litem (GAL) services of \$60,000 and court related security and prisoner transport of \$55,700 provided by sworn deputies through the Sheriff's Office. Expected cost savings for county paid GAL services resulting from an increase in the GAL deposit will not be fully experienced until 2003. County paid GAL services will also be submitted to the DOA-Collections unit for recovery. Court related security costs and transportation charges are anticipated to exceed budget levels as a result of a high rate and continued high level of use which exceed budgeted hours/costs.

MOTION: Behrend moved, second by Marchese to approve fund transfer 2002 -153-01, Circuit Court Services. Motion carried 5 -0.

The committee recessed at 11:35 a.m. and reconvened at 12:20 p.m.

Ordinance 1570- 103: Increase Seasonal and Temporary Rates of Pay for 2003

Zastrow discussed this ordinance which increases wage rates by 2.5% for seasonal and temporary positions. The estimated total fiscal impact is approximately \$70,300. The Parks & Land Use

Department is the County's major user of seasonal and temporary extra help and accounts for about \$39,600 of the above -listed fiscal impact.

The ordinance also authorizes a 2.8% wage increase for Weekend Registered Nurse positions. The fiscal impact of this change totals \$4,000. A 2.5% increase is authorized for the Psychiatrist, Chief Psychiatrist, and Clinical Director positions, with an estimated fiscal impact of about \$15,500. An increase of 3% plus 10 cents per hour is authorized for the Senior Services Aide position with a total estimated fiscal impact of \$250.

The total estimated fiscal impact of all changes authorized in this ordinance is about \$90,050. The ordinance does not appropriate any additional expenditure authority for 2003 as funding was already included in the appropriate 2003 departmental budgets.

Hauko hl felt the lifeguards, due to the level of their responsibilities, should receive an appropriate compensation. Zastrow said their rates of pay were adjusted in the past and they are paid slightly more than the others to reflect those responsibilities.

MOTION: Marchese moved, second by Behrend to approve ordinance 157 -O-103. Motion carried 5 -0.

Behrend left the meeting at 12:31 p.m .

Ordinance 1570- 095: Appropriate Additional State of Wisconsin Pass Through Funding within the Waukesha County Department of Health and Human Services

Messinger said these are additional State Kinship Care funding dollars, totaling \$72,300, which will help eliminate the waiting list for 2002. Maurer said this took 25 people off the list but people are continually being added so this will lag again in 2003.

MOTION: Griffin moved, second by Broesch to approve ordinance 157 -O-095. Motion carried 4- 0.

Contract Procurement Process for Case Management and Accounts Receivable Software

Messinger and Biagioli were present to discuss this issue. The contract was awarded to Creative Sociomedics, the highest rated proposer, for a total contract cost of \$737,828 for two years. The budgeted amount was \$560,000. A total of 30 RFP's were sent to potential vendors and 5 were returned for consideration.

MOTION: Broesch moved, second by Griffin to approve the contract procurement process for case management accounts receivable software. Motion carried 4 -0.

Fund Transfer 2002 -160-02: Child Support -Transfer Funds from Personnel Expenses to Operating Expenses

Price and Farley were present to discuss this fund transfer which involved transferring \$15,000 . Child Support has greater than budgeted case related costs for outside contract attorney time, process serving, and lab services due to a larger case load. The contract attorney handled some of the case load when the previous in-house attorney vacated the position, thus incurring greater than budgeted costs.

MOTION: Marchese moved, second by Broesch to approve fund transfer 2002 -160-02, Child Support. Motion carried 4 -0.

Fund Transfer 2002 -138-01: District Attorney, Victim/Witness -Transfer Funds from Personnel Expenses to Operating Expenses

Miller discussed the fund transfer which involved transferring \$7,000 to upgrade and purchase waiting room equipment and communication devices to address American with Disabilities Act matters, victim

resource materials and brochures, and other aspects of providing assistance to the customers. These expenditures are 100% funded and authorized by the Wisconsin Department of Justice.

MOTION: Marchese moved, second by Broesch to approve fund transfer 2002 -138-01, Victim/Witness. Motion carried 4 -0.

Fund Transfer 2002 -38-01: Veterans' Services – Transfer Funds from Interdepartmental Charges to Operating Expenses

This fund transfer involved transferring \$1,100 to purchase a laptop computer needed to facilitate a higher number of presentation to be made by the department's director. It will also be used in conjunction with the department's Veteran Information Management Software (VIMS) to electronically create federal VA claims during home visits.

MOTION: Broesch moved, second by Griffin to approve fund transfer 2002 -38-01, Veterans' Services. Motion carried 4 -0.

3rd Quarter Status Report on Proprietary Funds

Sanders and Hein reviewed the 3rd quarter report for the County's enterprise and internal service funds. Those that showed net income were the Naga -Waukee (\$432,297), Wanaki (\$142,732), and Moor Downs (\$9,094) golf courses, Expo Center (\$31,541), Materials Recycling (\$358,734), Vehicle/Equipment Replacement (\$256), Radio Services (\$386,608), Records Management (\$74,138), Communications (\$112,115), and Collections (\$257,868). Those that showed a net loss were the Naga -Waukee (-\$61,428) and Eble Park (-\$35,966) ice arenas, Airport (-\$20,169), Central Fleet (-\$16,504), Risk Management/ Worker's Compensation (-\$250,143), and End User Technology (-\$840,169).

Contract Procurement Process for Printing and Mailing Services for Annual Assessment Notices, Rolls, and Tax Bills

Sanders said the contract was awarded to Laser Tech, the highest rated proposer, for a total contract cost of \$77,466.36 the first year, \$79,790.35 the second year, and \$82,184.06 the third year. Waukesha County and the municipalities will provide funding. A total of 11 RFP's were sent to potential vendors and 4 were returned for consideration.

MOTION: Broesch moved, second by Griffin to approve the contract procurement process for printing and mailing services for annual assessment notices, rolls, and tax bills. Motion carried 4 -0.

Future Agenda Items

- Review Senior Meal Costs (Marchese)
- Monitor State Highway Operation Reimbursements to County (Haukoil)

MOTION: Marchese moved, second by Broesch to adjourn at 2:05 p.m. Motion carried 4 -0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Joseph F. Griffin
Secretary